

Policies and Procedures for SUHS Coaches

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SUHS ATHLETIC CORE VALUES

The Husky Mindset: Rooted in the mission of Sutter Union High School, SUHS athletics seeks to develop selfless, community-driven leaders by fostering strong relationships, meaningful growth, and lasting memories—empowering every student-athlete to pursue excellence and leave a legacy that uplifts others.

D

Discipline

A

Accountability

W

We before me (Family)

G

Grounded in Integrity

S

Selflessness

[Next](#)



DISCIPLINE

- Be self-motivated
- Resilient through adversity
- Practice self-control

ACCOUNTABILITY

- Be true to your word
- Courage to own your mistakes.
- Embrace your failures.

FAMILY

- Talk to people, not about them.
- Have empathy
- Support each other on and off the field.

INTEGRITY

- Do the right thing.
- Demonstrate positive leadership.
- Be someone who can be trusted.

SELFLESSNESS

- Take into account the needs of others.
- Share your wisdom.
- Celebrate the success of others.



Coaching Certifications

Why?

CIF and SUHSD Board of Education require our Coaches to be fully certified **BEFORE** contact with athletes. If/when bringing on a new Coach onto the staff, understand the time it takes to obtain all the certifications to be fully certified and plan ahead as much as possible.

What is needed to be fully certified?

- Live Scan/Fingerprinting - through our District Office
- Fundamentals of Coaching - \$50 fee, reimbursable through the district
- Head Injury/ Concussion - completed every 2 years
- Sudden Cardiac Arrest - completed every 2 years
- Heat and Illness Prevention - completed every 2 years
- CPR/First Aid Training - completed every 2 years

Who do I send the certifications of completion to?

When you complete or updated online courses, please forward a copy of your certificate to Hillary Love.
hlove@sutterhigh.k12.ca.us



Coaching Expectations

What is the Coach's Role and Responsibility?

It is the responsibility of each SUHS Coach to monitor the welfare of all students and follow school and district policies.

- Coaches will maintain a high level of integrity and make decisions based on consistency.
- Coaches will support our other athletic programs on campus.
- Coaches will stress the balance between academics and athletics.
- Coaches will notify the AD of any potential or ongoing problems.
- Each head coach must share appropriate information with Assistant Coaches, lower level Coaches, and volunteers.
- Coaches must be accountable for paperwork, budgeting, fundraising, injury reports, etc.

What support is present?

If a Coach is ever in doubt about anything that relates to student-athletes or your athletic program, please contact the Athletic Director.



Roster Maintenance

Why?

The SUHS Athletics office needs to know how your roster changes when there are fluctuations. Knowing who is on the roster helps with attendance, academic eligibility, awards, baseline testing, communication, and health and safety issues, among other purposes. Informing the Athletics department about all levels as changes are made help us to operate efficiently.

What should the head coach do?

- After the first week of your season, send your roster via email to the Athletic Director and Attendance Secretary.
- As changes are made from the first week, send periodic updates to the Athletic Director and Attendance Secretary.
- This is for all levels, the Head coach of the team is responsible for maintaining a current updated roster for their team.



Early Release on Game Day

Why?

Attendance personnel are tasked with identifying where every student is during the day including accounting or their presence at school events; this applies to away, home and all-day events when you are pulling students from school during school hours.

What do you need to do?

- Email the attendance staff releasing your team at the proscribed time.
 - Provide your roster with the email.
- Before leaving for your event, take roll of those that are traveling.
- Email or call the attendance personnel with the list of student-athletes who are present or not present.

Students Leaving Class

- Please remind your athletes they will receive a cut if they do not check in to their class period, unless they are excused prior to the new class period starting.



Academic Eligibility

Student-Athletes need to maintain a minimum GPA throughout the season in order to participate in SUHS Athletics.

What is the minimum?

- 2.0 GPA with no more than 1 F
- At least 20 credits enrolled and earned

How does SUHS Athletics determine eligibility?

- SUHS uses three reporting periods to determine eligibility.
 - 1st Quarter
 - 1st Semester
 - 3rd Quarter
 - 2nd Semester



Athlete Attendance

Student-Athletes need to attend class every day to meet their academic responsibility.

What?

- Students must attend class all day on game days in order to participate.
 - If student must miss on a game day they need to be granted special permission.
 - Special permission must be obtained before 8:30am on the day of the extracurricular activity.
- Students must attend class for 50% of their school day in order to practice on practice days.
- The Athletics Department will run attendance reports daily and will inform head coaches of any student-athletes that are not eligible due to absences.



Athlete Eligibility

Student-Athletes must have the following:

It is the coaches responsibility to make sure the AD, Assistant AD and Athletic support have a copy of your rosters so that Student-Athletes can be cleared to participate.

- Updated physical turned into the front office.
- Home Campus risk forms signed by the parent and player.
- Health Insurance
- Academic Eligibility



Pre-Season Parent Meeting

Why?

To set expectations for the season, it is recommended that all programs have a pre-season parent meeting. Coaches should cover their basic philosophy, expectations, standards, scheduling, DAWG mentality, fundraising, academics, transportation, etc.

Do Administrators need to be there?

No, but an Administrator is more than happy to attend the meeting. Please give enough notice for planning purposes.

Where can the meeting take place?

Please reach out to the AD in order to schedule a facility for your meeting to ensure the space is reserved for your program.



Athletic Student Council

Head Varsity coaches may nominate 2 students to represent their program each school year. The Athletic Student Council meets once a month to review leadership skills, work on projects, and discuss topics that are around their sports.



CIF SJS Yearly Calendar

What is it?

The SJS sets the yearly calendar to set the framework for when official contests can take place and to protect students, schools, and programs from violation of their bylaws.

How do I access it?

On the [SJS website](#) you will find the calendars for the current school year and the upcoming one.

What is on the Calendar and why is it important?

Not only does it define when a given season starts and ends, but it also has the defined out of season time periods; information on the difference between Dead Period, and the Out of Season period. Not abiding by the calendar can result in sanctions from the Section.



Section, League, & District Regulations

Why?

We fall under a litany of guidelines, regulations, bylaws, and rules to govern Interscholastic Athletics. It is the responsibility of all Head Coaches to be familiar with and understand these regulations. Your Athletic Director is in place to support you and help you have a better understanding when there is ambiguity, conflict, or if questions develop.

Knowing the rules and laws that govern our activity will allow coaches to have a deeper understanding on why we exist and how we operate.

Where can I access these regulations?

[SJS Constitution & Bylaws](#)

[Golden Valley Empire Constitution & Bylaws](#)



Transfer Student-Athletes

Why?

CIF is determined to dissuade families and schools from gaining an unfair advantage over other schools due to a student-athlete transferring to a new school looking for greater participation opportunities. CIF has a number of Bylaws that define what is allowable and what is not.

What is the Coach's role?

- Early in the season identify the students who have transferred into SUHS in the past year.
- Alert the SUHS Athletic Director of their names so he/she can follow up with their families.
- Do NOT allow transfer students to compete in contest until the process has been seen through fruition.

Why early in the season?

The process takes some time to clear a student-athlete through the Section. Failure to clear student-athletes through the Section could result in forfeiture of any contests that were won while the student-athlete participated.



Athletic Training

SWAY Medical Concussion Baselines & Athletic Training Practicum

🧠 CONCUSSION BASELINES — ACTION REQUIRED

All contact-sports must have a current SWAY Medical concussion baseline.

Coaches, please **set up a time with Mr. Giampaoli ASAP**.

Baselines should be completed **before participation in contact activities whenever possible**.

🏆 7th PERIOD = ATHLETIC TRAINING PRACTICUM

7th period is now our Practicum course!

AT students will be getting **hands-on experience working with athletes**.

Students can assist with:

- Rehabilitation activities
- Pre-practice/game preparation
- Athletic training skills and athlete care

If an athlete is able to come in during 7th period, they are welcome to do so to receive support and allow our AT students valuable hands-on experience.

Questions? See Mr. Giampaoli



Injuries

It is the responsibility of the Head Coach to establish the safest environment for athletes. There must be a CPR-certified Coach present at all times.

If an injury happens an incident report must be completed. If a doctor, EMT, or Athletic Trainer is present, defer to their expertise. Remember to contact 911 in an emergency. Contact Parents/Guardians immediately in the event of an injury. If our Athletic Trainer is not present please contact him the following day to give a brief description of what happened.

- **Injury Report Form**



Perry Weather System

NOTIFICATIONS DIRECTLY ON YOUR PHONE

Perry Weather can send alerts directly to your phone, helping you stay informed about changing outdoor conditions and provide forecasts.

 **Heat:** Policies set and based on CIF category 3 recommendations

 **Lightning:** Dangerous lightning activity

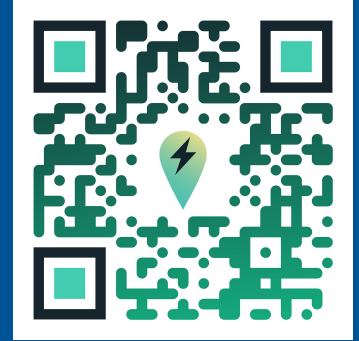
 **Air Quality:** Unsafe air quality levels

All Head Coaches for outdoor sports please see Mr. Giampaoli to have him add you into the system so you can receive notifications or email him at mgiampaoli@sutterhigh.k12.ca.us with the following information.

First and Last name

Email

Cell Phone



Scan the QR
code above
for live
weather data
for our
Facilities



Awards/Post-Season Ceremonies

Why?

Acknowledging, regardless of outcome, the completion of the season creates a positive sports culture. The value of honoring the hard work, sacrifice, and diligence of the team and individuals cannot be quantified.

Each athlete receives a participation certificate and sports emblem. Students who earned either a gold (3.5 GPA) or blue (3.0-3.49 GPA) scholar athlete award will also receive a certificate and emblem.

2 weeks prior to the awards night, coaches are to submit their awards selection to the Athletic Director.

Where and when is the event held?

We hold an awards night at the conclusion of each sports season. The Athletic Director will provide you with the date during your sports season. The event is held on campus.



Contacts

Athletic Director

Stefanie Danna

Work: (530) 822-5161 ext. 203

Cell: (530) 635-0173

Assistant Athletic Director

Ryan Reynolds

Work: (530) 822-5161 ext. 125

Cell: (530) 370-3663

Who to contact?

Student Clearances, Coaching Certification, Athlete Certificates

Hillary Love

Work: (530) 822-5161 ext. 202

Email: hlove@sutterhigh.k12.ca.us

Purchases & Transportation

Rachel Nunes

Work: (530) 822-5161 ext. 206

Email: rnunes@sutterhigh.k12.ca.us

Attendance

Jessica Prince

Work (530) 822-5161 ext. 116

Email: jprince@sutterhigh.k12.ca.us



Financial: Vendor payments (POs & Invoices)

The PO process is in place to ensure proper approvals are in place before an order is placed and payment to the vendor becomes expected. To generate a PO all you have to do is email Ms. Nunes a PDF attachment of an estimate/quote from the vendor. If this is a new vendor a W9 will also be required. After the estimate/quote is received a PO will be generated and sent out for e-signature to the team's head coach & Athletic Director. Once signed, the coach or Ms. Nunes will send the signed PO to the vendor, alerting them that the order is good to be processed. After the order and invoice have been received, a check will be generated and mailed. In an effort to streamline processes, all vendor checks will be mailed.



Financial: Fundraisers & Cash Boxes

All fundraisers must be pre-approved, even if they are re-occurring every year. This helps ensure that no two groups are doing the same thing at or near the same time. Please fill out the JotForm as soon as the fundraiser has been decided upon. Details such as dates can be adjusted down the road but knowing ahead of time will help everyone know what is on the schedule so they can plan accordingly.

Cash & checks received during the course of a fundraiser need to be counted, a cash count form filled out, and placed in a provided tamper proof bag.

Cash boxes & iPads for snack bars and other fundraising events are available. Please fill out the JotForm at least 48 hours before as a bank run may be needed. Cash & iPads are to be turned in the following business day. Cash needs to be counted, a cash count form filled out, and placed in a provided tamper proof bag.



Financial: Reimbursements & Cal Card

Reimbursements

Since all purchases are to be pre-approved reimbursements should be reserved for emergency purchases, purchases when on a trip, or when a vendor doesn't accept check payments. The SUHS Athletics reimbursement form can be found on the sutterhuskies.com website. Please sign and email to Ms. Nunes.

Cal Card

The Cal Card is a credit card that SUHSD employees are able to use for purchases. We are restricting these purchases to travel expenses when a check is not a viable payment option. Examples of these purchases include hotel charges and fuel while away.



Transportation

Why?

Each program is responsible for coordinating their own transportation. Decisions on how to execute said transportation will differ from program to program based on need and resources. Ms. Nunes in the front office will receive your request and assign transportation. The transportation schedule will be emailed out weekly to head coaches.

All contracted coaches may drive a school van if they are 26 years of age or older. If a coach is driving their personal vehicle you must completed the Volunteer Driver Information sheet and provided the requested documents.

All parent volunteer drivers must complete the Volunteer Driver Information form in order to be cleared to drive.

- [Athletic Transportation Request Form](#)
- [Volunteer Driver Information](#)



Boosters Club Process

Why?

In order to make a Boosters Club request the Varsity head coach must submit the following the the Athletic Director.

- Written letter to the Booster Club explaining why the funds are needed.
- An estimate or quote from the company through which the items will be purchased.

Once the request is received by the Athletic Director he/she will email the Boosters Club with the request and the documents. The Head coach will be cc'd on the email. All funding of requests are at the discretion of the Boosters club. Requests are made on a four year cycle.



GEL-Athletes United

Athletes United is a group of student athletes from each of the league schools. These student athletes meet 4 times a year to discuss what policies, activities, etc. they would like implemented within the league. The GEL way is a sportsmanship script that was created by our students and is to be read at every home League game by one of our athletes and one of the visiting team's athletes.



GEL Athletes United Mission Statement:

Our mission is to create a safe, fun, and competitive environment for all athletes; one that gives every athlete a voice within the GEL. We aim to build camaraderie and connect schools in our league by working together to improve sportsmanship among athletes. We will use constructive criticism and open-mindedness while still listening to the opposing side.

GEL Way:

Hi, my name is _____, and we welcome you to the home of the _____. We appreciate your support and attendance as we welcome the visiting team. Hi, my name is _____ from _____. Coming from the GEL Athletes United, we ask you to show courtesy and respect toward each other and the opposing team.

As athletes, fans, and coaches, we represent our community, and because of that, we should hold ourselves to a higher standard. Please maintain positive and respectful behavior toward athletes, coaches, officials, and fellow fans.

As the game begins, we would like to remind everyone that coaches and student-athletes work extremely hard in preparation for competition.

Thank you for coming, and enjoy the game.

